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DEFENSE LOGISTICS AGENCY

HEADQUARTERS

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IN REPLY
REFER TO **MML**

OCT 14 1997

MEMORANDUM FOR CA/FO/AQ

**COMMANDERS, DEFENSE FUEL SUPPLY CENTER
DEFENSE REUTILIZATION AND MARKETING
SERVICE
DEFENSE LOGISTICS SERVICE CENTER
DEFENSE NATIONAL STOCKPILE CENTER
DLA SYSTEMS DESIGN CENTER
DEFENSE CONTRACT DISTRICT WEST/EAST
ADMINISTRATOR, DEFENSE AUTOMATED PRINTING AND
SUPPORT SERVICES**

SUBJECT: Defense Travel Region Six (DTR 6) Pre-Implementation

The new Defense Travel System (DTS) is a result of DoD's Passenger Travel Reengineering effort. Under DTS the travel processes (preparing travel orders, obtaining transportation, hotel accommodations, and completing a travel voucher) have been automated. DTR 6 will be the first region to come on line early next year. DTR 6 consists of the following states: Nebraska, South Dakota, North Dakota, Iowa, Michigan, Kentucky, Illinois, Missouri, Indiana, Minnesota and Wisconsin. The attached letter of October 7, 1997 from the Under Secretary of Defense (Comptroller) requests information from each site in DTR 6 and announces a Pre-Implementation conference which will be held in Detroit, Michigan, on October 27-30, 1997.

The intent of the conference is to provide affected organization personnel the information necessary to determine how travel will be managed at their organization level. I encourage all headquarters and component Commanding Officers located in DTR 6 to attend the conference, accompanied by subject matter experts from the following functional areas: Transportation (Passenger Travel Specialist), ADP, Finance, and Personnel.

Excerpts from the DTS Concept of Operations, DTR 6 solicitation, and guidelines that pertain to the new functions are included in the attachment. Additional information about the DTS can be found on the DTS Web Site located at <http://www.dtic.mil/travelink/>. Recommend attendees review the material provided on the web site prior to their arrival at the conference to gain more in-depth knowledge of DTS.

Each site in DTR 6 must provide the requested information (as stated in the attachment) for the Defense Travel Administration (DTA) and Contracting Officer Representative (COR)

functions. Both of these functions will be discussed at the conference. Please provide the requested DTA/COR data to HQ DLA-MMLDT not later than November 20, 1997.

I look forward to seeing DLA well represented at the conference. It is vital that DLA be prepared for this new adventure into travel reengineering. Please contact Deborah Beckner at 703-767-3622, DSN 427, if further assistance is needed.

A handwritten signature in dark ink, appearing to read "D.P. Keller", is written over a light gray rectangular background.

D.P. KELLER
Rear Admiral, SC, USN
Executive Director
Logistics Management

Attachment



UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON DC 20301-1100



OCT - 7 1997

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY DEPARTMENTS
(FINANCIAL MANAGEMENT AND COMPTROLLER)

SUBJECT: Defense Travel Administration for Defense Travel Region Six

We are in the final stages of completing the Defense Travel Region Six (DTR6) procurement with implementation expected in the third quarter of fiscal year (FY) 1998. A prerequisite to a successful implementation of the Defense Travel System (DTS) is the establishment of a management structure with which to deploy and manage the new system. To this end, each Service and Agency, working with the Project Management Office-Defense Travel System (PMO-DTS), must define an effective implementation and management mechanism. Accordingly, the PMO-DTS must obtain the following specific information by December 8, 1997, regarding how you plan to accomplish the Defense Travel Administration (DTA) functions at your organizations included in the DTR6 solicitation:

- A list of your subscribing organizations with a single point of contact for each.
- Who and where specific DTA functions will be performed.
- Recommendations for Contracting Officer Representative (COR) appointment.

Implementation of the Defense Travel System (DTS) is dependent on our ability to transition existing travel support structures into a single structure that supports DTA functions. This can be done by leveraging existing roles and processes. Current travel administration functions must be harnessed in support of DTA requirements to ensure successful implementation of DTS.

To assist you in responding to this request, the PMO-DTS will host a DTR6 Preimplementation Conference in Detroit, Michigan, on October 27-30, 1997, for your activities to gain a greater understanding of the tasks to be accomplished. Attached is a draft agenda for this conference. Time will be dedicated at the conference for Services and Agencies to meet and further develop specific roles and responsibilities in determining how DTA functions will be performed. Additionally, excerpts from the DTS Concept of Operations, DTR6 solicitation, and guidelines that pertain to DTA functions are attached. Also attached is a draft memo you may choose to use/modify for your endorsement within your respective Service/Agency.

